

MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION

YOUTH CHALLENGE ACADEMY CADRE SUPERVISOR

JOB DESCRIPTION

Employees in this job coordinate and direct the work of subordinate Youth Challenge Academy Cadre Aides in their performance of the care and training of cadets in the Michigan Youth Challenge programs and performs record keeping functions. Work is performed under general supervision and requires thorough knowledge of the policies, procedures and regulations governing the Michigan Youth Challenge program, and knowledge of supervisory techniques and personnel policies and procedures. The employee works within general methods, procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations.

There are two classifications in this job.

Position Code Title – Youth Challenge Academy Cadre Supervisor-1

Youth Challenge Academy Cadre Supervisor 8

The employee serves as a first-level supervisor with responsibility to direct Youth Challenge Academy Cadre Aides.

Position Code Title – Youth Challenge Academy Cadre Supervisor-2

Youth Challenge Academy Cadre Supervisor 9

The employee serves as a second-level supervisor with responsibility to direct Youth Challenge Academy Cadre Aides through first-line supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Evaluates and verifies employee performance through the review of completed work.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Provides assistance in the development and implementation of military protocol and procedures.

Ensures the conditions of health, comfort, safety, and well being of cadets is maintained; and, provides and maintains the appropriate physical environment.

Provides assistance in determining and implementing operational objectives and procedures; recommends changes in existing objectives and procedures when necessary, and assists in their implementation.

Evaluates, with staff, the effects of interpersonal relationships and environments.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of military protocol techniques and methods.

Thorough knowledge of implementing Michigan Youth Challenge program objectives.

Considerable knowledge of mental or behavioral characteristics of cadets.

Considerable knowledge of Department rules and regulations governing the Michigan Youth Challenge program.

Some knowledge of first aid.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

Some knowledge of equal employment practices.

Ability to instruct, direct, and evaluate employees.

Ability to get along well with cadets and subordinates.

Ability to observe and report cadets and subordinates and to gather data for decisions.

Ability to maintain appropriate attitude and conduct necessary to the welfare of cadets and employees.

Ability to maintain records and prepare reports.

Ability to communicate with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

Employees work in a structured residential environment.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to work outdoors.

Some jobs require travel.

Physical Requirements

The job duties require an employee to walk for extended periods.

The job duties require an employee to stand for long periods.

The job duties require an employee to work under stressful conditions.

Education

Possession of a high school diploma or a GED Certificate.

Experience

Youth Challenge Academy Cadre Supervisor 8

Two years of experience equivalent to a Youth Challenge Academy Cadre Aide E6.

OR

One year of experience equivalent to a Youth Challenge Academy Cadre Aide 7.

OR

Two years working in a residential or treatment setting including one year of military experience.

OR

Three years of military experience in a leadership capacity.

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Youth Challenge Academy Cadre Supervisor 9

Two years of experience equivalent to a Youth Challenge Academy Cadre Aide 7.

OR

One year of experience equivalent to a Youth Challenge Academy Cadre Supervisor 8.

OR

Four years of military experience in a leadership capacity.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

YTHCACSPV

Job Code Description

Youth Challenge Academy Cadre Supervisor

Position Title

Youth Challenge Academy Cadre Supervisor-1

Youth Challenge Academy Cadre Supervisor-2

Position Code

YOUUCSPV1

YOUUCSPV2

Pay Schedule

NERE-005

NERE-006

ECP Group 3
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PAP/VLWT/RLH